



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB  
Monday 18<sup>th</sup> January 2021 – 7.00pm held on Zoom**

**Present**

David Bull (DB), Amanda Nagle (AN), Daniel Light (DL), David Sanger (DS), Carolyn Day (CD), Colin Gilbey (CG), Celia Barron.

Quorum achieved.

**1. Apologies**

None – all present.

**2. Minutes of last meeting** – 7<sup>th</sup> December 2020 were approved.

**3. Matters arising**

- ~~CG to ask Paul Woods if he is still willing and able to do the H&S reports as it seems a while since we have had one done. (Paul agreed to do this, asap after lockdown)(done)~~
- ~~AN to take Waitrose application forward (AN Sent a letter)(done)~~
- ~~DB to put together a set of documents with a standard STC identity – letterheads etc. (done)~~
- ~~DL to contract Kirsty to see if she received DB's email (done)~~
- ~~DL to contact Martin Mullard to update re: Monday Nights (done)~~
- ~~DL and CD to submit charity commission report. (done – not needed)~~
- ~~Committee to let CG know what we feel we should be looking for from a membership survey. CG deferred this until later in the year when we can play.~~
- ~~CG to approach Yesss Electrical for a floodlight quote/ discussion (done – quote received)~~
- ~~CG to research court cleaners, as suggested by Hugh Richards, to enable us to understand these further (done)~~
- DBS Checks – Committee to have - underway
- DBS Checks – Regular helpers to have - underway
- DBS Checks – CB to set up a register for these – We all need to let CB have details of certificate number and date for ours.

## Item 4. Chair Person's Report

Southbourne Tennis Club  
Chairpersons report to Committee 18<sup>th</sup> January 2021

### 1) IT update

Firstly I would like to thank Adam Spicer for his invaluable help.

The club is now registered for Google Nonprofits  
This gives us access to a range of software for free which you normally have to pay for.  
If there is anything that we need, let me know and I will see if it is available.

We now have a Gmail email account that is linked to our website.

Each committee member has an email [yourname@southbournetennisclub.co.uk](mailto:yourname@southbournetennisclub.co.uk)  
This enables you to receive email (which you may use, auto forward or ignore!) but you will need it to access the shared drive.

There are also 3 other email addresses that will be used on the STC website:  
[admin@southbournetennisclub.co.uk](mailto:admin@southbournetennisclub.co.uk) which goes to me  
[membership@southbournetennisclub.co.uk](mailto:membership@southbournetennisclub.co.uk) which goes to Colin  
[coaching@southbournetennisclub.co.uk](mailto:coaching@southbournetennisclub.co.uk) which goes to Dave

The shared drive that resided on Adam's personal drive has been copied to the club space so that we can all access it.

I have created a number of new directories which I have populated as best I can.

I would like us all to use this as the repository for all STC documents (happy for individuals to keep a working copy of anything on their own computer as long as the master copy eventually resides on the shared drive).

### 2) Document Templates

I have created 3 document templates:

- a) a letterhead
- b) an STC document
- c) an STC and DS Coaching document

### 3) Documents

I have collected together all the documents that I can find and converted them to the new format.

They reside in a folder Policies Procedures and Forms.

Following a discussion with Colin we think it best that each document is assigned to a committee member owner who is responsible for managing, reviewing and updating the document. An excel spreadsheet is attached. Please let me know if you think the ownership needs to be changed.

We need to review the documents to make sure they are needed, up to date and available on the website and in the club house as appropriate.

I feel that there are a number of documents missing so if you have them I would be grateful for a copy otherwise I will try to create them in the near future.

#### 4) Website

Adam has created me an account to allow me to edit the STC website. I can do simple edits and Adam will continue to manage the general design and features of the site (way beyond my capabilities).

If you would like any amendments please let me know and I will do my best.

#### 5) LTA ban application

I have started to populate an LTA Application Form for a loan for the LED Floodlights.

Thanks to those that have provided information.

Colin has kindly offered to sanity check/proofread/develop the application.

#### 6) National Lockdown

We need to monitor the situation and open up again as soon as the rules allow.

We also need to consider how we are going to recompense existing members in next year's membership subscriptions and what we are going to charge new members.

I would like to suggest that we send our thoughts to Colin (sorry Colin - hope that is OK) who could put together a proposal for distribution before and discussion at the March Committee Meeting.

#### 7) Complaint from previous member

In December I was forwarded a complaint from a previous member of the club.

The complaint concerned an historical (2-3 years old) allegation of racism towards a friend of the complainant who was attending as a prospective member.

Due to the time elapsed since the event I do not believe that it is possible to follow up and investigate the incident. I do not know why this incident has been raised again now (I believe that it was raised at the time).

I have responded to the complainant and assured him that the committee will not tolerate discrimination of any sort and will take action against anyone who breaches our Diversity and Inclusion Policy.

I would like your views on how to remind members about our Diversity and Inclusion Policy without sending out a long document that will be ignored.

## **Committee Thoughts**

DB has now completed the LTA loan application and will give committee a few days to look at it before sending it off.

Regarding the complaint from a previous member it was agreed we need to include a Diversity and Inclusion policy with the membership pack for the new year which will confirm that everyone is welcome at Southbourne Tennis Club.

## **Item 5 - TREASURERS REPORT**

Payments made during Dec over £250 are as follows:

31/12/2020	Dave Sanger Coaching (Dec)	£771.67
14/12/2020	Dave Sanger Coaching (Nov)	£467.69
18/12/2020	J.Aubin (independent Examiners Fee)	£350.00
03/12/2020	Loan Repayment (LTA)	£750.00

### **Income and Expenditure**

Please see attached a Summary of Receipts and Payments for the period to 31/12/20.

Payments to DSTC are usually one moth in arrears but were made at the end of Dec for the current month. Accordingly 2 months charges are shown in Dec for the retainer.

Repairs include £204 for the purchase of another squeegee and brushes for the courts.

### **Forecast for Year**

No allowance has been made for replacing the floodlights.

The forecast is currently showing an expected increase in club funds of £14k for the year. This includes a further grant from BCP of £4k expected in January. This together with the £1k for November should be either refunded to members or used to offset members subscriptions for 2021/22.

Potentially a further £5k should be paid into the sinking fund. The remaining increase will be needed for repairs and Maintenance costs.

### **Committee Thoughts**

DL raised the fact that whilst we want to give refunds for lockdowns, we have a shortfall in finance and need to consider this together in the round with our expenditure requirements. It was agreed we would spend at least an hour on this at the March meeting.

DB added in that he has a model (cashflow projection type model) that looks at our potential major expenditures over time and he will circulate this for consideration.

It was agreed we would pass thoughts/ views on 2021-22 fees to CG before the March meeting.



\*Boscombe Day Centre for Adults with Mental & Learning Difficulties attending Mon 1.30-2.30pm with 5 attending  
\*Open Court Junior Programme on wed 5pm with 3 attendees  
\*Individual lessons with around 10 participants  
\*Looking at new programmes for Summer 2021; Rally marketing with LTA, Mencap, Dorset Mind, Age Uk, Walking Tennis, develop Disability tennis in Dorset across 4 other venues.

**Finance – LTA Disability funding for 2021 is provisionally £4000. Although this may be reduced due to Covid. In conversation with Dorset LTA for a £2000 provision for some short falls and extra costs due to Covid. Funding in place with Sport England £1000, Talbot Village Trust for £2000**

**More help with funding applications and ideas would be appreciated.**

- **Competition programme**  
Box League using Scala Sports App postponed
- **Social programme**
- **Web site and marketing**  
Social media presence increase, make sure website is up to date to incorporate LTA Rally and new Youth Tennis programme
- **What is working well?**  
  
All coaches trained up for the new LTA Youth Programme
- **What could be improved/potential developments?**  
Targeted marketing – work with companies – volunteering – funding (covering the mini court - padel court £30K / court 7) **\*Rotary Meeting and use of funding – Outside box for defibrillator (have price of £525 from London Hearts Charity) Still outstanding**
- **Annual Calendar for year** Up to date currently. To be reviewed and updated each month with rescheduling of events.
- **Action / Talking points**

**Team tennis entry TBC. Mens teams x 2, red team?**

**U14 Road to Wimbledon entry TBC**

### **Committee Thoughts**

DS advised he has also obtained a grant towards the disability program of £2k.

Box leagues – DS proposed ending these and starting completely new ones when we are back – which was unanimously agreed.

DS/ Matt Sanger are offering their time to go and paint the clubhouse if we will pay for the paint. Committee thanked them for this offer and agreed to this.

## **Item 7 - SOCIAL SECRETARY'S REPORT**

N/A Nobody has taken up the role of Social Secretary following Andy King's resignation.

### **Committee Thoughts**

We need to continue to search for a Social Secretary, however this is not urgent as the pandemic makes most club social activity impossible anyway.



## **Item 8 – SECRETARY’S REPORT**

### **Secretary’s Report – January 2021**

#### **Regulatory Reporting**

Confirmation notice has been submitted.

Charity Commission return was not needed in the end which we believe is because we did not have a full year of trading as a charity. (HMRC advised not needed)

#### **Response to Martin Mullard**

Was provided.

#### **Email to Kirsty**

Was done, and Kirsty advised she had heard from David and gave her reasons for not following it up.

#### **Committee Thoughts**

None

## Item 9 – MEMBERSHIP SECRETARY’S REPORT

### Membership Secretary Report

Numbers have reduced by one as a refund has been made to Gerry Bird, as agreed previously.

Membership Group	Paid 20/21 Members as at 311220	New Members	Paid 20/21 Members as at 310121	
Adult	85		85	
Country	16		16	
Family	8		8	see below
Over 65's	61	Gerry Bird refunded	60	
Students	2		2	
Juniors	54		54	
Girls Friday Club	10		10	
Totals	236		235	

Note - Family numbers are for Adults only, all children are in the Junior total above

### Committee Thoughts

CG mentioned it is Keith Brooks 90<sup>th</sup> birthday soon. CB agreed to sort a card for him.

T&C's – CG will re-write the club rules and add a T&C's to this. It was agreed we will need to put these up for agreement at a General Meeting – which we intend to have soon for agreeing fees. The new Club Rules will need to be agreed to by members when they join or renew.

CG updated us on Floodlights – we have three quotes for these, in the region of £42k, 52k and somewhere between 68-80k. These will need to be considered in light of our funding priorities going forward, and the loan application to the LTA.

**Item 10 - MATCH SECRETARY REPORT**

**Match Secretary Report January 2021**

No matches so no report.

**Committee Thoughts**

None

## **Item 11 – MAINTENANCE & H&S REPORT**

### **Maintenance, Health & Safety Reports**

We have approached various people about being the Maintenance co-ordinator, so far without luck.

CG has spoken to Paul Woods who will do a H&S check for us after lockdown ends.

CG is getting quotes for fence repairs

CG advised the maintenance contract for the main door has been signed and returned.

Court Cleaning equipment – CG has pulled a maintenance profile together of things which we should be doing. We should probably be doing more maintenance to the courts – especially cleaning. CG asked Karcher if they have a machine for this, and they advised not for the type of surface we have but that we should have a strong leaf blower like machine. CG will look at this and send an email out for us to comment on. **(Action)**

### **Committee Thoughts**

Committee thanked CG for his work on maintenance and supported his thoughts above.

## Item 12 – SAFEGUARDING REPORT

Safeguarding: I have tried to start to compile the register for DBS and Safeguarding training but it's not complete.

### **Committee Thoughts**

CB requested people send her the details of their DBS checks if she does not have them.  
**(Action)**

## **Item 13 – VICE CHAIRPERSONS REPORT**

### **Vice-Chairperson's Report January 2021**

1. Application made for Waitrose community funding – await response
2. Letter written to Boscombe + Southbourne Rotary Club new president for further application for funding re outdoors defibrillator
3. Amended hardship form sent to committee for thoughts / approval

### **Committee thoughts**

DL agreed to add the hardship form to the process folder. **(Action)**

## **AOB**

CB - Do we need to follow up the complaint recently received? Committee agreed it is too long ago to be able to investigate the complaint but we do need to make sure we have an inclusion policy that members sign up to.

**Next meeting: Monday 15<sup>th</sup> March 2020 at 7pm.**

**Subsequently -29<sup>th</sup> March EGM - Fees (To be confirmed)**

### **Action points from the meeting**

- CG to investigate leaf blowers and send out info for comment.
- Committee to send details of their DBS checks to CB if they have not already.
- DL to move the hardship policy into the policies folder.